



# **JOB ANNOUNCEMENT**

## **STATEWIDE ENFORCEMENT PROGRAM - LEGAL DIVISION COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II LIMITED TERM (WITH THE POSSIBILITY OF BECOMING PERMANENT), FULL-TIME SAN FRANCISCO**

The California Coastal Commission's Enforcement Program is seeking a talented and enthusiastic person for its Headquarters Enforcement Team.

The mission of the Coastal Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations, including protection of public access under the Coastal Act. The Commission's Statewide Enforcement Program employs coastal program analysts to enforce the permitting and resource protection policies of the Coastal Act. Enforcement staff investigates and resolves Coastal Act violation cases that can involve either development activities undertaken without first obtaining a Coastal Commission permit or activities undertaken in violation of a permit granted by the Coastal Commission. Enforcement staff members in the Commission's six district offices first try to resolve reported incidents of violation activity. If the case is particularly serious or will involve litigation for civil penalties the violation case is elevated to the Headquarters enforcement team. Headquarters enforcement analysts' central function is to resolve elevated enforcement cases. Job duties for enforcement analysts include:

- Investigation and analysis of complicated legal and factual matters;
- Dispute resolution and settlement negotiations;
- Drafting settlement documents;
- Coordination with Local, State and Federal jurisdictions;
- Preparation and presentation of staff recommendations to the Commission for cease and desist and restoration orders at administrative hearings;
- Preparation of case referral for litigation by the Office of the Attorney General;
- Litigation support for the Office of the Attorney General; and
- Case record-keeping and maintenance of program database

(Duties will be adjusted commensurate with the level at which the position is filled.)

To find out more about the program and what it does, you can access a fact sheet about the Enforcement Program at [http://www.coastal.ca.gov/enforcement/enforcement\\_program.pdf](http://www.coastal.ca.gov/enforcement/enforcement_program.pdf). Employees work directly under the Enforcement Headquarters Supervisor and the Chief of Enforcement. Employees are responsible for keeping the Chief of Enforcement aware of project status on all assigned cases and requesting decisions on matters which they feel exceed their authority. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They shall represent the Enforcement Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission.

**QUALIFICATIONS:** Knowledge of the Coastal Act, the Coastal Commission's permit and planning process, and some experience with legal issues is critical. Persons with the following education and/or work experience would be preferred: land use planning and regulation, environmental law, environmental science, or related fields. The successful candidate(s) will demonstrate strong analytical skills and the ability to research and interpret legal coastal resource issues. Strong writing and speaking skills and the ability to work as a team member are critical.

**ELIGIBILITY:** Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst I or Coastal Program Analyst II level may apply. (Please note that in order to be eligible to transfer, applicants **must** meet the minimum qualifications of the Coastal Program Analyst I or II classification.) Eligible individuals on the Coastal Program Analyst I or II list may also apply. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

**SALARY:**

Coastal Program Analyst I	\$3,168 - \$4,906 per month
Coastal Program Analyst II	\$4,711 - \$5,900 per month

**CONTACT:** Aaron Mc Lendon, Headquarters Supervisor  
Aaron.McLendon@coastal.ca.gov  
(562) 590-5071

**FILING:** Open until filled. Submit current resume, standard State Application #678 (put job title for this position(s) in section titled 'Examination or Job title on the State Application Form #678) and writing sample to:

Human Resources  
**California Coastal Commission**  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 or Toll free (866) 831- 2540

For more information about the Coastal Commission or to obtain a State Application Form 678, you may visit our Internet website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

California Relay Service for the Hearing Impaired call 711